

<b>FACILITIES MAINTENANCE AND ENGINEERING PROCEDURE</b>		
<b>Subject:</b>  <b>CONTRACTOR PERFORMANCE REVIEWS</b>	FMEP-P-00790	Rev. No. 0
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## 1.0 PURPOSE

To define the method used for evaluation and reporting of a subcontractor's performance.

## 2.0 GENERAL

The purpose of the review is to evaluate the subcontractor's performance on an interim and final basis. It serves as a tool to let the subcontractor know how the SAIC project team evaluated the subcontractor's performance in a wide range of categories.

2.1 Refer to Exhibit C – "How to Obtain Desirable Contractor Performance"

## 3.0 PROCEDURE

The Interim Subcontractor Performance Assessment (Exhibit A) shall be filled out by the FME Project Manager, the COTR and perhaps other key team members.

3.1 The period of review shall be agreed upon by these same team members with regard to the duration or complexity of the contracted task. Generally the assessment should take place at each progress meeting which gives the project team and the subcontractor an opportunity to review and discuss items within the assessment.

(a) The assessment shall be filled out and forwarded to the Contracting Officer in a timely fashion for his review and signature prior to issuance to the subcontractor.

(b) The original copy shall be given to the senior site representative for the subcontractor with a copy being retained by the contract specialist and a copy put into the project files.

(c) These assessments will provide a record over the duration of the subcontracted work which may span many months or even a year or more.

3.2 These assessments shall be used in preparing the Final Contractor Performance Evaluation (Exhibit B).

(a) This Final Performance Evaluation shall be jointly filled out by the FME project team using the interim reports as a guide.

(b) Completion of the form shall be part of the final project closeout procedures, reference FMEP-P-0810.

(c) The form shall be returned to the Contracts Specialist, whereby, it will be forwarded to the subcontractor's senior site representative for their review, comment and signature and returned to the Contracting Officer. A signed copy shall be forwarded to the FME Project Manager for placing in the project files.

### FMEP-P-0790 Exhibits

Exhibit A-Interim Subcontractor Performance Assessment (1 page)

Exhibit B-Final Contractor Performance Evaluation (3 pages)

Exhibit C-How to Obtain Desirable Contractor Performance (15 pages)

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